



# LOS ANGELES COUNTY COMMISSION ON HIV

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## OPERATIONS COMMITTEE MEETING MINUTES

January 25, 2016

Approved  
2/22/2016

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	COMM STAFF/ CONSULTANTS
Kevin Stalter, <i>Co-Chair</i>	AJ King, MPH, <i>Co-Chair</i>	Jason Brown	Jane Nachazel
Traci Bivens-Davis ( <i>Alt. to Smith</i> )	Edd Cockrell ( <i>Alternate</i> )		Doris Reed
Bridget Gordon	Joseph Green		
Bradley Land	Sabel Samone-Loreca/ Danielle Campbell, MPH		
Charles Maddox			DHSP STAFF
Anthony Mills, MD	Terry Smith, MPA ( <i>Full to Bivens-Davis</i> )		None
José Muñoz			
Juan Rivera			
Terrell Winder			

### CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Meeting Agenda, 1/25/2016
- 2) **Minutes:** Operations Committee Meeting Minutes, 11/30/2015
- 3) **Table:** Commission on HIV Membership Roster, 1/14/2016
- 4) **Glossary:** Commission Website Glossary of STD and Health-Related Term, 1/25/2016

1. **CALL TO ORDER:** Mr. Stalter called the meeting to order at 10:05 am.
2. **APPROVAL OF AGENDA:**  
**MOTION #1:** Approve the Agenda Order (*Passed by Consensus*).
3. **APPROVAL OF MEETING MINUTES:**  
**MOTION #2:** Approve the 11/30/2015 Operations Committee meeting minutes, as presented (*Passed by Consensus*).
4. **PUBLIC COMMENT (*Non-Agendized or Follow-Up*):** There were no comments.
5. **COMMITTEE COMMENT (*Non-Agendized or Follow-Up*):** There were no comments
6. **CO-CHAIRS' REPORT:**
  - A. **Co-Chair Elections:**
    - Mr. Winder was nominated and accepted. Mr. Stalter noted he was nominated and was also acting as proxy for Mr. King. Mr. King had been willing to serve if necessary, but preferred to focus on the Comprehensive HIV Plan (CHP) Task Force and other leadership roles. Consequently, with Mr. Winder's nomination, Mr. King's nomination was withdrawn.
    - Mr. Stalter appreciated his time with Operations since August. Committee accomplishments since then include working with the Health Resources and Services Administration (HRSA) to improve Parity, Inclusiveness and Reflectiveness (PIR) and initiating Commission training. He, Mr. King and now Mr. Winder were committed to PIR.
    - Operations and the Commission as a whole must ensure Parity in skills training so all Commission members excel in their strengths and develop new ones, Inclusiveness to ensure all have an opportunity to fully participate at table and Reflectiveness to ensure those at the table reflect the community. The latter especially pertains to current outreach.

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- Mr. Winder looked forward to working with Operations to be its best and fill vacancies reflective of the community.

**MOTION #3:** Elect Kevin Stalter and Terrell Winder as Operations Committee Co-Chairs, as nominated (*Passed by Consensus*).

### 7. POLICIES AND PROCEDURES:

#### A. Policies and Procedures Review Update:

- Mr. Stalter noted Operations will be putting out a call for new Commission members in April for the August 2016 slate. It was important to prioritize work on Policies/Procedures pertinent to Operations and member selection.
- Approximately eight documents need to be reviewed. Some will need to be reviewed with the Commission Co-Chairs to determine if anything warrants County or County Counsel review. All Policies/Procedures will remain consistent with current Bylaws. It takes approximately six months to revise Bylaws so potential revisions will not be addressed now.
- ➡ Messrs. Stalter and Winder will review Policies/Procedures pertinent to Operations, the membership process and membership definitions and complete draft edits. Those documents will be reviewed with the Commission Co-Chairs. Final draft iterations will be emailed to Operations members prior to the February meeting for review to inform discussion at the meeting.

### 8. MEMBERSHIP MANAGEMENT:

A. **Appointments and Resignations:** Resignations are: members Ted Liso and Dr. Fariba Younai and alternate Lisa Goldstein.

#### B. Recruitment:

##### (1) Membership Reflectiveness and Representation:

- Mr. Stalter asked about Supervisor Sheila Kuehl's Board Office 3 representative seat. Mr. Land noted Districts include multiple Service Planning Areas (SPAs). Supervisors expect their representatives to get buy-in from each SPA and continue to work with communities. Supervisor Kuehl, an activist, will expect an active representative.
- Dr. Mills has spoken with Elan Schultz, Health Deputy, Supervisor Kuehl's Office, on a candidate. He indicated the Office had a candidate and Dr. Mills offered to help them proceed, but has not heard anything since.
- Mr. Land noted the University of Southern California (USC) was participating on the CHP Task Force. They might be able to recommend a candidate for the AIDS Education and Training Centers (AETC) seat.
- He also urged paying special attention to demographics throughout the membership selection process.
- Mr. Stalter noted Operations Co-Chairs meet monthly with Dr. Michael Green, Division of HIV and STD Programs (DHSP), to review demographics especially reflectiveness of the 17 unaffiliated consumer seats. Percentages change every time a seat is filled so HRSA expects constant review.
- Operations assigns extra scoring sheet points during each membership drive to bolster needed demographics.
- ➡ Dr. Mills will follow-up with Elan Schultz, Health Deputy, Supervisor Kuehl's Office, on the Office's candidate.
- ➡ Mr. Land recommended asking Dr. LaShonda Spencer for potential candidates for Supervisor Kuehl's Office seat and the AETC seat. The USC participants in the CHP Task Force may also have AETC seat recommendations.

##### 2) Outreach Efforts:

- Mr. Stalter said Operations was working with the Community Engagement Work Group, CHP Task Force, Ms. Bivens-Davis, Chair, to develop a SPA 1 community meeting. The meeting should help identify SPA 1 candidate(s).
- He would like to identify funding for a SPA 1 representative to travel to and stay overnight for Commission meetings to facilitate participation. Mr. Land said such funding was unlikely. The County has a policy on use of public funds which prohibits funding overnight stays within the County except under special circumstances, e.g., it was allowed when the Commission had two-day annual meetings so outlying area members could fully participate.
- Transportation is funded through submittal of mileage claims which are reimbursed by the County.
- Ms. Bivens-Davis recommended incorporating a listening session in the SPA 1 meeting to better identify unique aspects of SPA 1. She has spoken with a SPA 1 stakeholder who may be able to co-facilitate the meeting. All those she spoke with said they had considered Commission service at various times, but had not felt sufficient support to do so given the challenges, e.g., it took one Women's Caucus participant two hours to drive in from Lancaster.
- Ms. Gordon suggested rotating Commission meetings among the SPAs. Mr. Stalter said St. Anne's Maternity Home is centrally located so there was likely a fear of losing attendees from other areas if the meeting was moved.

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- Ms. Nachazel added annual meetings were rotated among SPAs for several years and continue to be held at a different location than St. Anne's to provide a special experience. The Commission has, however, had a long-standing, very cost effective annual contract with St. Anne's for regular monthly meetings.
- Significant logistics are involved in identifying and contracting for other locations, usually hotels. Site visits must verify size, handicap accessibility, appropriate food and technology access, e.g., to project presentations, record sound/video and a telephone connection. It is more labor intensive and more costly.
- She added the Consumer Caucus spurred a "Meet the Grantee" series in each SPA a few years ago to inform the community. These were smaller forums with Mario Pérez, MPH, Director, and other DHSP staff as well as the Commission Co-Chairs and other Commission members. It was well-received, but required significant staff support.
- Mr. Stalter said he hoped to build stronger relationships both within the Commission and with the community. He and Mr. King had committed to hold at least some Commission trainings in other SPAs.
- Mr. Land said options can be discussed with the new Executive Director once she started with the Commission.
- Ms. Gordon said building relationships, as noted by Mr. Stalter, may help address some issues. For example, perhaps someone would host a SPA 1 representative at his/her home or an organization might sponsor a room.
- Mr. Muñoz used to email the list of Commission vacancies to support groups, but there were many questions. Now he presents in person when he can. He suggested providing information on Commission member responsibilities.
- Ms. Nachazel noted there was a set of documents, each about two pages long, defining responsibilities for general unaffiliated consumer and other seats as well as ones for several specific seat categories.
- Mr. Stalter added it was also necessary to develop a welcome packet, especially for consumers, with basic information such as how to apply for mileage reimbursement and the consumer stipend.
- Mr. Land urged paying special attention to SPA 3 as well as SPA 1. Both present participation challenges. He cautioned that organization support for Ryan White unaffiliated consumers has to be addressed carefully. Ryan White organizations cannot directly transport their patients due to the "going/coming" rule.
- Mr. Rivera said he previously worked at an agency with a Ryan White contract and Community Advisory Board (CAB) in SPA 1. A Commission member and alternate were both from the agency. He knew it was hard to attract two people, but representation benefited since they could share the work even though they sometimes disagreed.
- SPA 1 unaffiliated consumers tend to be the poorest, often have children and face transportation and housing barriers. It is extremely hot in summer and cold in winter. Ms. Bivens-Davis added DHSP's geomap of the area shows a high concentration of PLWH which appears to be centered on a five city block area.
- Ms. Gordon recommended providing consumers with specific, measurable results of Commission work for SPA 1. Potential candidates want to feel the effort will be worth it. It is hard to participate for those lacking resources.
- She also suggested providing information on available services for PLWH and those at risk at all listening sessions.
- Mr. Rivera said SPA 1 CAB members felt underserved when he worked there. The Commission could explain how it developed a unique comprehensive system of services for SPA 1 to help address barriers there.
- Demographics are split geographically. "Old Lancaster," to the north, is mainly white and families have often lived for generations there. "New Lancaster-Palmdale" has many people from the inner city who migrated to SPA 1 because it is cheaper, e.g., a three-bedroom house will rent for \$1,300 per month. They are mostly people of color.
- There is also significant racism from long-time residents who tend to feel "invaded." Discreet communities scattered across the high desert vary dramatically from gated communities on an artificial lake, to western style towns to areas with extremely poor housing stock. The communities do not interact.
- ➡ Target SPAs 1 and 3 for recruitment including listening sessions for outreach, education and to address barriers.
- ➡ Schedule SPA 1 listening session for April 2016. Ms. Bivens-Davis will coordinate with Raquel Cataldo and contact agencies in the area. Mr. Rivera will draft a summary of services developed by the Commission with DHSP specifically for SPA 1. Mr. Stalter will assist Mr. Rivera in collecting data from DHSP.

### 9. TRAINING/ORIENTATION:

- Mr. Stalter said the first training addressed the Ordinance, Bylaws and certain of the required HRSA slides. The goal is to break up required HRSA material into four annual trainings with the next planned for March 2016.
- Ms. Gordon appreciated the training's icebreaker which helped put humanity back into a research-heavy topic.
- Mr. Muñoz felt the Orientation was valuable, but could have benefitted from more preparation. Mr. Stalter noted this first presentation was put together rather quickly. It will be easier now that the curriculum has been developed.

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- ➡ The Co-Chairs will develop a draft for the March Commission training, review it with the Commission Co-Chairs and provide it for February Operations meeting review.

### A. Development of Training/Orientation Manual:

- Mr. Stalter called attention to the Glossary developed by the Consumer Caucus. Mr. Land added this is a living document developed to make Commission discussions more accessible. He last reviewed it in 2015.
- He suggested review with a mind to usefulness. Once finalized, it can be uploaded to the website for iPhone access.
- ➡ Mr. Stalter will ask the Consumer Caucus to finalize its Glossary input after the January Commission meeting so Operations can finish the project at its February meeting as noted below.
- ➡ A Glossary Work Group will review the acronyms list and meet at 9:30 am prior to the February meeting to finalize the list for meeting review. Members are: Ms. Bivens-Davis, Ms. Gordon, Mr. Munoz, Mr. Stalter and Mr. Winder.

### 10. NEXT STEPS:

- A. **Task/Assignment Recap:** There was no additional discussion.

### B. Agenda Development for Next Meeting:

- ➡ The February meeting will review membership management Policies/Procedures drafts, the Glossary, the March training draft and recruitment, especially pertaining to SPA 1.

### 11. ANNOUNCEMENTS:

There were no announcements.

### 12. ADJOURNMENT:

The meeting adjourned at 11:20 am.